AVERT Standard Operating Procedure **8000**
Team Mobilization Checklists

1.0 PURPOSE

To provide teams a printed set of checklists, which can be torn out during a mobilization and placed on clipboards for section leaders. This is the first of a series of Standard Operating Procedures (SOPs).

2.0 PROCEDURES

2.1 Upon receipt of this document, the team leader should photocopy two or three sets of the attachments.

2.2 These copies should be placed at the front of the team's SOP Manual and located within the equipment cache.

2.3 When a drill is scheduled or when the team mobilizes, one copy of each checklist should be removed and placed on a clipboard for each section leader.

2.4 The section leader should use this checklist to recall the job functions and organize their section's personnel.

2.5 Each section leader should place necessary blank forms under this checklist on the clipboard.

2.6 The team logistics leader should insure that sufficient numbers of clipboards, binders, folders, blank forms and other office materials are available in the cache to perform all functions during a mobilization.

Team Assembly at Staging Area

(Gather Facts)

1. Setup Command Center; communications, maps, forms, documentation, time, date, event locate UP HILL and UP WIND!

2. Count responders and sign them in.

3. Assign personnel with at least two people per group for Medical and Morgue, Logistics and Communications and at least three people per group to Fire Suppression, Search and Rescue. The third person will act as safety backup, perform documentation and be a runner as needed.

4. Distribute supplies; first aid, stretchers, backboards, blankets, pry-bars, log sheets.

5. Setup medical and morgue areas, transport up hill and up wind.

6. Check that all personnel have helmets, goggles, vests, dust masks, gloves, proper clothing and whistles or other signal devices.

Identifying divisions immediate, delayed, morgue.
Gather Facts
Assess damage to the building
Identify your resources
Establish rescue priorities
Develop a rescue plan
Conduct the rescue

Evaluate progress
Rotate Crews
Food
Water
Shelter

Fire Suppression
(Gather Facts)

1. Crews stay together, Up Hill and Up Wind.

2. Before you enter a structure, STOP, LOOK, LISTEN and Assess the Facts.

3. Watch for Hazards! Is it safe? If not, STOP!

4. Watch for Hazardous Materials signs and Placards.

5. Watch for Flammable or Combustible Liquids.

6. If anybody shouts "STOP", then do so. They may see something you don't.

7. Does Electricity need to be shut off?

8. Does Gas need to be shut off?

9. Can the Fire be fought safely? Will the structure collapse? Can you escape if it does?

Medical and Morgue

(Gather Facts)

1. Partners stay together, Up Hill and Up Wind.

2. Setup Triage Area (Immediate, Delayed, Dead), Treatment Area, Convalescents Area, Morgue Area (preferably some distance from live victims) and Transportation Staging Area.

3. Assemble medical supplies, get ready to receive victims.

4. Talk to victims, tell them who you are.

5. Ask permission to help conscious victims, perform Total Body Assessments when given.

6. Tell the victim and your partner what you are going to do to help them.

7. Treatment (A, B, C, B, S, S, E); Airway, Breathing, Circulation, Bleeding, Spine, Shock and Evacuation.

8. Blanch test for capillary refill. Check circulation often.

9. Document patient condition, location and complaints.

10. Describe; Age, Sex, Body Build, Height, Weight, Clothing, Injuries, Treatment Rendered, and transfer location.

Search and Rescue

(Gather Facts)

1. Crews stay together, Up Hill and Up Wind.

2. STOP, LOOK, LISTEN, Size up for Safety, Plan Rescue.

3. Caution Hazardous Materials and Areas, Risks. If Anybody says STOP, Everybody STOP!

4. Mark Building before going in, and again when leaving. Go slowly.

5. Call to victims to come to you when you go in. Time is critical.

6. Perform Total Body Assessments then perform Triage; Airway, Breathing, Circulation, Bleeding, Spine, Shock, Evacuation, Tag as I, D, or Dead.

7. Tell all victims who you are and ask permission of conscious victims to help them.

8. Talk about what you are doing as you do it to inform your team mates and victim.

9. Document results, Deployment, Location, Number of Casualties and degree or severity.

10. Evaluate Progress.

Triage and Assessments

Checking the Airway and Breathing Rate (30 breaths per minute average)

If Higher, person is in Shock, Mark I for immediate.

If lower, check circulation and control bleeding.

Check for Bleeding and Capillary Refill (2 seconds average)

If Higher, person is in Shock, Mark I for immediate.

If lower, check mental status.

Checking Mental Status

If Failing to follow simple commands, possible head injury, Mark I for immediate.

If following simple commands, Mark D for Delayed.

Perform Head to Toe Assessment

If structure is lightly damaged, check for bleeding, broken bones, then evacuate.

If structure is heavily damaged, evacuate to safe area then perform assessment.

Heart Rate normal 60 to 90 beats per minute.

Logistics

1. Issue supplies; First Aid, Stretchers, Backboards, Blankets, Pry-bars and all other equipment.

2. Arrange victim transport.

3. Provide Water.

4. Provide Food.

5. Sanitation.

6. Equipment.

7. Ground Covers and Tarps. Arrange for and provide Shelter.

Communications

1. Organize all message form and daily report form blanks.

Place message form blanks at the team's radio base station.

2. Start generators if necessary and test radio for operation by attempting to sign-on to the emergency net.

3. Open all Walkie-Talkie battery wells and install fresh alkaline or rechargeable batteries.

4. Use a piece of masking tape to mark each Walkie-Talkie with a call sign (such as "SAR 33 Alpha" or "Med 33 Alpha") which specifically identifies the team group to which the Walkie- Talkie is being assigned.

5. Assign one Walkie-Talkie to each team function Leader, Including the Team Leader.

6. Set up a "radio log" on regular paper with the following headings:

Time Call Sign Description Operator's Initials

7. Record every message that comes in from the field units of your team

8. Set up an easel with a bulletin board and post a copy of the Team's service area map that has been imprinted with all the information as per AVERT Policy & Procedure #1400, "Mapping".

9. Use Colored Thumb Tacks to track the last known location of each field unit.

10. Collect all field unit forms at the end of the day, compile them and complete the daily report for the team's activities.

11. Collect all Walkie-Talkies, replace or recharge all batteries and reissue them.

12. Assign a team communicator to operate the station base for each 6 hour shift during the entire disaster response. Twenty-four hour coverage of the radios should be maintained untill local authorities have been able to respond into the service area.

13. File all completed reports and message forms in the team's cache for future reference.